Creating a Hanging Indent in Microsoft Word
You might need to make rulers visible using the view menu.

If you’re using a different version of Word, it might look different, but there should be a menu named “view” and an option named “ruler” that you can select.
This hourglass-looking thing has three parts. We’re interested in the bottom half of the hourglass.

Highlight the text you want to have the hanging indent, then drag the bottom half of the hourglass over as far as you want to indent.

That’s it!
Well, there is one other thing...

Ah, that's better. Hope this helped!